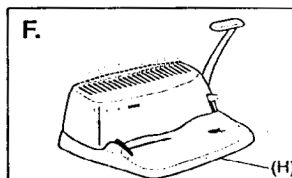
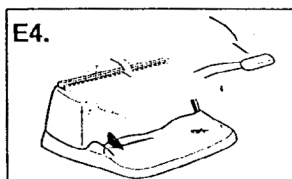
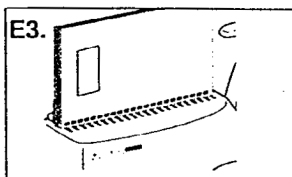
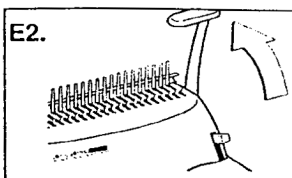
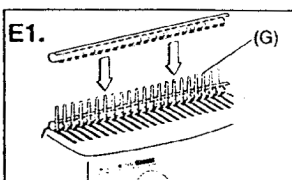
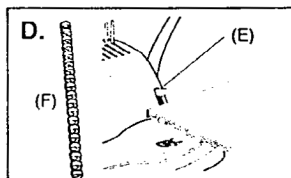
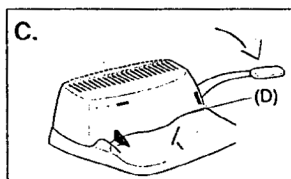
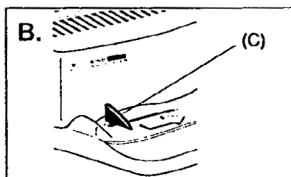
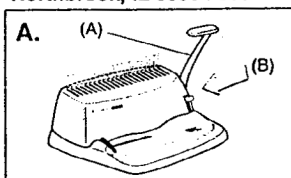


DOCUBIND P100
BINDING SYSTEM
 One GBC Plaza
 Northbrook, IL 60062-9656



ENGLISH

A. GETTING STARTED

1. Push the handle (A) onto the binding rod.
2. Secure handle with screwdriver (B).

B. DETERMINE WIDTH:

1. Set edge guide (C) to size paper you wish to bind (11"-19 ring letter size, 11" Cover-19 ring oversized cover, A4-21 ring).

C. PUNCHING:

1. Align sheets or cover and insert edge to be bound into punch throat (D).
2. Set covers flush against edge guide and back of punch throat.
3. To punch, pull handle towards you and down. Punches up to 12 sheets of 20 lb./80 gram paper at once. Punch only one clear cover set at a time to minimize jams and excessive wear.

D. DETERMINE COMB SIZE

1. Place document including covers under binder sizer (E).
2. Depress the binder sizer and select a comb binding element (F) based on size shown by guide- binds documents up to 300 pages. For best results, always use GBC brand

covers with GBC color coordinated binding combs.

E. BINDING:

1. Place comb binding element behind comb holder (G).
2. Push the handle back until the comb binding element opens sufficiently to insert your document.
3. Thread document, front cover facing down, over open binding element fingers. Repeat for large documents as required
4. Pull the handle towards you closing binding element.
5. Your written presentation is now complete! Remove book by lifting upward.

F. EMPTY CHIP TRAY:

1. Empty chip tray (H) located under machine after repeated use.

G. SERVICE:

Should your DocuBind P100 require service contact GBC at:
 GBC, One GBC Plaza
 Northbrook, IL 60062-9656
 1-800-790-7787
<http://www.generalbinding.com/opd>